



## Performance Agreement

This template can be used or adapted by organisations that do not have their own. Please refer to the [Supervision and Support Relationship Guide](#) and the [Learning and Capability Development Guide](#) for advice on what to consider and how to work collaboratively to develop the Performance Agreement including, supporting capability development plans.

Worker name:	
Job title:	
Date of agreement:	
Period of agreement:	From:                      To:
Planned review dates:	e.g. for a 12-month agreement, reviews could be conducted at a midpoint and end date
Agreed ongoing interactions and communications:	<p><i>Describe agreed ways the supervisor and worker will communicate during the period of the agreement. For example for:</i></p> <ul style="list-style-type: none"> <li>• <i>Communication requiring immediate attention such as illness, to request a debriefing meeting or report a problem needing urgent response, call or text</i></li> <li>• <i>Weekly routine check-ins, by phone or video</i></li> <li>• <i>Six monthly discussion on how things are going and challenging service delivery issues, in-person meetings at the main office.</i></li> </ul>

## Duties/responsibilities, capabilities and indicators

To be discussed and agreed by the supervisor and worker in a performance discussion meeting before finalising agreement. Enter as many rows as needed to record the main duties/responsibilities.

Main duties/responsibilities	Capabilities to be demonstrated	Indicators of achievement
1		
2		

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## Capability development plan

*To be discussed and agreed by the supervisor and the worker in a performance discussion meeting before finalising the plan. Enter as many rows as needed to record capabilities/skills to be developed.*

Capability or technical skill area for development	Method of learning/development	Indicators of achievement
1		
2		

## Performance agreement endorsement

Supervisor signature:	Worker signature:
Print name:	Print name:
Date:	Date:

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## Worker Self-Assessment

### Complete before initial meeting to agree on performance agreement including, supporting capability development plans:

Review your position description and the related capabilities in the [NDIS Workforce Capability Framework](#). Describe your strengths and give examples that illustrate how you have demonstrated these either in other roles with this organisation or in other jobs or activities you have had.

Are there any areas you are not sure about or that you need to refresh?

### Complete before interim and final review meetings:

How do you think you have performed against each of your main duties (give examples to illustrate why you think you are going well, okay, or not so well)?

Are there capabilities or areas of interest you would you like to develop further?

Have the supervision arrangements worked well? Are any adjustments needed to provide more support?

Any other comments?

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## Manager's Feedback

### Manager to complete after the interim and final performance discussions and communicate back to the worker

How do you think the worker has performed against each of their main duties?

How has the worker progressed in achieving their capability development plan?

What areas would you like to see the worker develop in the future?

How well have the supervision arrangements worked? Are any changes needed to provide better support to the worker?

Other comments:

### Review endorsement

Supervisor signature:	Worker signature:
Print name:	Print name:
Date:	Date: